

POLICY DEVELOPMENT SCHEDULE

The WIOA regulations were finalized the last part of July and IVRS has thirty days to draft and publish policy, which also requires Administrative Rule changes. The following schedule is provided for staff to understand the timeline of events:

Date	Event	Involved
7/25/16 – 8/30/16	Policy Review and Policy Drafting	Kenda Jochimsen Charlie Levine Brandy McOmber Sandy Ostendorf Diana Collins (Other RMs as available)
7/30/16	Administrative Rules revised and submitted to IVRS attorney	RSB Management Team
8/30/16	Policy Drafted, Policy Basics posted on Intranet	Policy Review Team
9/7/16	RSA Conference on Regulations	Kenda Jochimsen Brandy McOmber
9/13/16	Submit Policy to SRC	Kenda Jochimsen
9/19/16	Policy Review/Revisions from SRC	RSB Management Team
9/20-21/16	Supervisory Training on Policy	RSB Management
10/4-10/5/16	Policy Training	NCAO, WCAO, OAO
10/11-10/12/16	Policy Training	SCAO, CBAO, FDAO,
10/18 – 10/19/16	Policy Training	WAO, DBQ, MCAO
10/25-10/26	Policy Training	ICAO, CRAO, BAOI, DAO

Under guidance and advice of the RSB Team:

**Sandy Ostendorf is writing a procedural manual on how clerical and other staff implement policy in IRSS and with using the forms.*

**Kenda Jochimsen and Brandy McOmber are writing the policies and procedures that professional and paraprofessional staff use.*